



LETTER OF APPOINTMENT

MEMORANDUM FOR _____

Subject: Appointment as Technical Point of Contact

You are hereby appointed as the Technical Point of Contact (TPOC) under 47QFCA20XXXX with Booz Allen Hamilton (BAH) at 8283 Greensboro Drive, McLean, VA 22102. This appointment is from the effective date through the life of the Task Order to include close out, unless rescinded or transferred. As the TPOC, in coordination with the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), your primary duty is to monitor the contractor's performance to ensure that all of the technical requirements under the Task Order are met by the delivery date or within the period of performance, and at the price or within the ceiling stipulated in the Task Order.

In the performance of the duties delegated to you in this letter, you are cautioned that you could be held personally liable for actions taken or directions given by you to the contractor that are beyond the authorities given to you in this letter. The duties or authorities in this letter are not re-delegable; therefore, you must advise the FEDSIM Contracting Officer, Contract Specialist, or COR immediately when you are unable to perform these duties.

Your duties and limitations, as applicable to the Task Order you will be monitoring, are as follows:

MONITORING AND EVALUATING PERFORMANCE

In coordination with the FEDSIM COR, ensure that the contractor complies with all of the requirements of the statement of work, specifications, or performance work statement. When requested by the contractor, provide technical assistance within the scope of the Task Order (e.g., interpreting specifications, statement of work, performance work statement, etc.). When a difference of opinion between you and the contractor occurs, notify the FEDSIM COR immediately for resolution.

If the Task Order requires Key Personnel, the TPOC in coordination with the FEDSIM COR shall ensure that the personnel being used by the contractor meet the requirements of the position. Review resumes and recommend FEDSIM COR approval of Key Personnel replacements prior to contractor assignments. Review and recommend FEDSIM COR approval of travel, tools, and other direct cost (ODC) prior to the contractor incurring those expenses. Any decrease in or lack of performance shall be brought to the attention of the FEDSIM COR.

If applicable and in accordance with FAR 42.302, the TPOC shall provide input to the FEDSIM COR regarding contractor compliance with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and bio-based products.

In accordance in Federal Acquisition Circular (FAC) 2005-34 and OMB Memorandum "Improving the Use of Contractor Performance Information" on July 29, 2009, CORs are responsible for entering past performance into the Past Performance Information Retrieval



System (PPIRS) annually. The TPOC shall provide information regarding contractor performance to the FEDSIM COR as required.

MONITORING COSTS

Support the FEDSIM COR in review and evaluation of the contractor's progress in relation to the expenditures.

In coordination with the FEDSIM COR, review contractor invoices using the rates and other fees established in the Task Order. Recommend FEDSIM COR approval/rejection of invoices for payment.

CHANGES TO THE TASK ORDER

You cannot authorize the contractor to stop work, and you are not authorized to delete, change, waive, or negotiate any of the technical requirements or other terms and conditions of the Task Order. Should a change (monetary or otherwise) to the Task Order become necessary, it must be made by a Task Order modification issued by the FEDSIM Contracting Officer. When in doubt, contact the FEDSIM COR.

Any Task Order change requested by the contractor must be put in writing by the contractor to the FEDSIM Contracting Officer for action. If, however, you become aware of an impending change, you should immediately advise the FEDSIM COR. When the proposed change is received by the FEDSIM Contracting Officer, you will be required to assist the FEDSIM COR in providing a written analysis and rationale for the change and to assist with the evaluation of any costs associated with the change.

You must also recognize and report to the FEDSIM COR any Government required changes to the Task Order (e.g., items or work no longer required, changes in the specifications, etc.).

INSPECTION OF TASK ORDER ITEMS

Review deliverables and provide recommendations to the FEDSIM COR for acceptance/rejection of contractor submissions. Immediately notify the FEDSIM COR of all rejection recommendations and the reason for the action.

Review progress reports from the contractor and advise the FEDSIM COR of any contractor problems or action required to be taken by the Government.

STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

To avoid improper business practices and personal conflicts of interest and to deal with their apparent or actual occurrences, the TPOC shall sign any applicable non-disclosure forms. The TPOC shall also immediately report any potential conflict of interest to their supervisor and the FEDSIM Contracting Officer.

TASK ORDER CLOSEOUT

Within 30 days after the contractor has met all terms and conditions of the Task Order, you must assist the FEDSIM COR in evaluating the contractor's performance using the information contained in General Services Acquisition Regulation (GSAR) 542.1503-71 (Sample format attached).

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GSAR 542.15 – Contractor Performance Information

Please acknowledge receipt and acceptance of this appointment by signing below returning the signed letter to the FEDSIM Contracting Officer or Contract Specialist. Your appointment as the TPOC under the above numbered Task Order is terminated upon receipt of a written notice of termination from the appointing FEDSIM Contracting Officer, the Contracting Officer's successor, or a higher level of authority. Please direct any questions you may have on this delegation to the FEDSIM Contracting Officer or Contract Specialist.

KRISTEN JAREMBACK

Contracting Officer

I understand and accept my assignment as the TPOC under Task Order 47QFCA19F0039 as outlined in your letter to me dated September X, 2020

TPOC NAME

September X, 2020

Effective Date

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GSAR 542.15 – Contractor Performance Information

Note: This checklist follows the standard format of GSAM 542.1542.15 and content requirements of GSAM

542.15. The checklist may be tailored for the specific contract type. Any “NO” responses noted below shall be accompanied with a statement explaining the observation(s). For each observation(s) provide a recommendation to correct the non-compliance. Observations identify areas of non-compliance and describe response (and action plans if applicable). Positive

Contractor Performance

Timeliness of delivery or performance,	Yes	No	NA
(1) Adherence to contract delivery schedules			
(2) Resolution of delays.			
(3) Number of “show cause” letters and “cure notices” issued.			
(4) Number of delinquent deliveries.			
(5) Number of contract extensions resulting from contractor-caused delays.			
(6) Timely submission or performance or required tests			
(7) Other			
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Conformance of product or service to contract requirements,	Yes	No	NA
(1) Quality of workmanship			
(2) Reliability.			
(3) Adequacy of correction of defects			
(4) Number of safety defects.			
(5) Number of product rejections			
(6) Results of laboratory tests			
(7) Number and extent of warranty problems			
(8) Other			
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

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Customer comments,	Num	Qty	NA
(1) Number and quality of positive comments			
(2) Number and nature of complaints			
(3) Adequacy of resolving customer complaints.			
(7) Other			
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Terminations for default	Yes	No	NA
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

On-the-job safety performance record, including the number of lost or restricted workdays due to occupational injuries in comparison to the national average	Yes	No	NA
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Adequacy of contractor's quality assurance system	Yes	No	NA
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Compliance with other key contract provisions,	Yes	No	NA
(1) Subcontracting program			
(2) Labor standards			
(3) Safety standards.			
(4) Reporting requirements			
<u>Observations (specify item #):</u>			
<u>Recommendations:</u>			

Exhibiting customer-oriented behavior	Yes	No	NA

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<u>Observations (specify item #):</u> <u>Recommendations:</u>			

Other performance elements identified	Yes	No	NA
<u>Observations (specify item #):</u> <u>Recommendations:</u>			